



Department of State

Division of Charitable Solicitations
312 Eighth Avenue North
8th Floor, William R. Snodgrass Tower
Nashville, TN 37243
(615) 741-2555

APPLICATION FOR REGISTRATION OF A
PROFESSIONAL SOLICITOR

ALL REGISTRATIONS EXPIRE DECEMBER 31

INSTRUCTIONS: Type or print your answers. If an answer does not apply, write "N/A." Attach additional sheets if you are unable to answer in the space provided. A <i>nonrefundable</i> registration fee of \$800.00 and a \$25,000 bond, payable to the State of Tennessee, must accompany this application.	OFFICE USE ONLY	
	Reg. No.	Date Rec'd.
	Fee Pd.	
	Rec. No.	

1.

A.

Name of organization: _____

☐

B.

List other names you currently use or have previously used to conduct business: _____

☐

C.

Federal Employer Identification Number: _____

☐

2.

A.

Principal Address: (Street) _____

☐

(City) _____ (State) _____ (Zip Code) _____

☐

B.

Mailing Address: (Street) _____

☐

(City) _____ (State) _____ (Zip Code) _____

☐

C.

List address of additional offices/places of operation in the State _____

☐

☐

3.

A.

Applicant is an Individual _____ Partnership _____ Corporation _____ Other _____

☐

B.

Year organized _____ State _____

☐

4.

List owners, partners or corporate officers:

Name	Title	Address	Phone	
1.	_____	_____	_____	<input type="checkbox"/>
2.	_____	_____	_____	<input type="checkbox"/>
3.	_____	_____	_____	<input type="checkbox"/>

5.

A.

List the name(s) and address(es) of nonprofit organizations you have current contracts to solicit funds *in Tennessee*. Describe the type of the service(s) you will provide (e.g., telemarketing, direct mail, Internet, etc.)

1.

Name & address: _____

☐

Type of service(s): _____

☐

2.

Name & address: _____

☐

Type of service(s): _____

☐

3.

Name & address: _____

☐

Type of service(s): _____

☐

4.

Name & address: _____

☐

Type of service(s): _____

☐

B.

Attach a copy of contract(s) or written agreements, signed by two (2) officials of the charitable organization and one (1) officer of your company.

☐

6.

Are any individuals, partners, officers, directors or managing agents affiliated with, controlled by, or have control over, either directly or indirectly, any nonprofit organization listed in #5 above? Yes _____No _____ If yes, list the name of the individual/partner/officer, and the controlled organization. _____

☐

7. List the name(s) and address(es) of third parties (e.g., "cagers") who will have custody and control over funds solicited during the campaign: _____

□
8. List other states where you solicit contributions: _____

□
9. A. Has the applicant: (1) had any license, registration or permit revoked or denied or (2) been enjoined or prohibited from soliciting contributions? If "yes", describe the action taken, the date and place where action was taken: _____

□
- B. Has anyone recovered pursuant to a surety bond under which applicant was insured? Yes ___ No ___. If "yes", give their name, date, State and amount recovered: _____

□
10. Have any individual owners, partners or corporate officers been convicted of a felony? Yes ___ No ___. If "yes", give list the name, criminal offense, date and place of the conviction: _____

□

SIGNATURE SECTION

I certify that the statements in these registration statements and all continuation sheets are true and accurate.

Signature of Owner/Authorized Officer

Title

Print Name

Date

Notary Seal

SWORN TO AND SUBSCRIBED BEFORE ME AT:

This _____ day of _____, 200_____

County and State

Signature:_____. My Commission Expires_____

□

SOLICITATION CAMPAIGN REQUIREMENTS

PRIOR TO BEGINNING A CAMPAIGN, FILE

1. A "Solicitation of Campaign Notice", signed and notarized by an authorized official of the charitable organization and applicant’s company.

2. An "Authorization to Solicit" form, signed by two officers of the charitable organization and one individual/ officer of the applicant. Send the pink copy to the Division, post the white copy at the solicitation site, and retain the yellow copy for your records.

3. A list of employees hired to solicit during the campaign and an application (completed, signed and notarized by each employee). A ten dollar fee must accompany each employee application.

4. A copy of the script and/or mailing material to be used in each campaign (including tickets, pledge invoices, thank-you letters, etc.).

AFTER COMPLETION OF A CAMPAIGN, FILE

1. A "Summary of Activities of a Professional Solicitor" form within ninety days after the campaign ends, or ninety days after the end of the fiscal year of any campaign which lasts for more than one (1) year. The form must bear the notarized signatures of two officials of the charitable organization and one official from applicant’s company.

2. The SFA must be audited by an independent public accountant if the solicitor receives, has access to, or control over donations.

AN APPLICATION AND/OR FINANCIAL REPORTS SHALL BE ASSESSED A LATE FEE OF TWENTY-FIVE DOLLARS (\$25.00) FOR EACH MONTH, OR PORTION THEREOF, THAT THE APPLICATION AND/OR REPORT IS LATE FILED. A CIVIL PENALTY MAY ALSO BE IMPOSED.